

Hassan Omran Alomran

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Objectives

A quick-learner, hard-worker and highly motivated HR Specialist looking for a challenging and dynamic work environment in which I will be able to grow along with the organization and become a professional of excellent repute by effectively contributing towards the goal of the organization.

Education

Bachelor of Commerce – General Business Studies (2013-2018).

Saint Mary's University

Halifax, Canada

Additional Training & Certification

- Saudi Aramco Summer Student Program (July - August 2010)
 - English for Academic Purposes Program, Saint Mary's University (February 2012 – April 2013)
 - Currently studying CIPD Level 3
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Experience

United Electronics Co. (eXtra)

Human Resources Specialist - Tamheer Program (July 2020 – January 2021)

- Add new employees to GOSI.
 - Create new employee's files.
 - Maintaining and responsible for more than 5000 employees personal files.
 - Participated in screening candidates over the phone and scheduling interview dates for most of the 46 eXtra stores across the country.
 - Interview new candidates for Seasonal/Part time/Full time jobs.
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Skills

- Teamwork and collaboration.
- Proficient in Microsoft Office.
- Attention to details.
- Eager to learn and increase knowledge.
- Flexible in location and working hours